

Method 2: Functionality, Price and Preference of tender evaluation will be followed in this tender evaluation.

Tender Functionality / Pre-Qualification

- (a) Tenders will be evaluated on the functionality criteria as set out below. Bidders that score less than **80 out of 100 points** for these criteria will be regarded as non-responsive and will not be evaluated on price and B-BBEE. Unclear, vague, fragmented or incomplete information provided will result in no points being allocated.
- (b) Bidders must ensure that relevant information is submitted. If information is not submitted or referred to as an attachment, no points will be awarded.
- (c) The following criteria will be used to calculate points for the functionality of tenders and bidders should ensure that they submit all information in order to be pre-evaluated on the criteria mentioned below:

	CRITERIA	MAXIMUM POINTS	BIDDER SCORE
1	Company (or JV) Experience	30	
2	References Related to that Experience	15	
3	Key Site Staff & Personnel allocated/reserved for this Tender	25	
4	Plant, Equipment, Tools & Machinery allocated/reserved for this Tender	30	
	TOTAL	100	

Functionality criteria are further divided as follows and points will be awarded as indicated below:

Criterion 1: Company (or JV) Experience – Company profile must be provided

- (a) A maximum of **30** points will be awarded at the sole discretion of the Municipality's Bid Evaluation Committee based on the information provided. Please note that this section refers to the Company's and its legacy firms' past experiences and is not a duplication of Criterion 3's Key staff and Personnel. Meaning this section takes into consideration that the company as an entity has gained relevant experience in the past and showcase that the company is in the business of said Scope of Works.
- (b) Relevant experience is defined as the accumulation of knowledge or skill that results from direct participation in relevant/similar events or activities and/or as determined by the Hessequa Municipality and/or professional consulting engineer where applicable.

Experience required:	Maximum points	Bidder Score
Successfully completed structural building projects with emphasis on masonry/steel/wood and associated works for small buildings.		
3 or more projects completed with value of R 1 000 000 - R 2 000 000. 4 Points for each project.	12	
3 or more projects completed with value More than R 2 000 000 - R 2 500 000 7 Points for each project	21	
3 or more projects completed with value of More than R 2 500 000 10 Points for each project	30	
TOTAL (MAXIMUM 30 POINTS)		

- (c) In order to claim points for the above, bidders must submit the following information:
- i. Company profile of how long the business is in existence supported by Company or Business registrations documents. At the very least, the information included in the company profile must include all the information requested on returnable schedule below.
 - ii. Detailed list of information containing:
 1. Names of previous employers.
 2. Description of work performed and when it was performed.
 3. Duration of previous contracts.
 - 4. Completion of schedule below.**
 - iii. Points will only be awarded for relevant experience.

- iii. If no information is provided below or referred to as an additional attachment **NO POINTS WILL BE AWARDED.**

It is compulsory for the Tenderer to complete tables below by hand.

Information requested under Criterion 1 of the functionality, must be attached to this schedule.

1.	
Employer, contact person and telephone number	
Consulting Engineer	
Contact person and telephone number	
Description of Contract and nature of work	
Value of Work Inclusive of VAT (Rand)	
Start and completion date (month and year)	
Duration	

2.	
Employer, contact person and telephone number	
Consulting Engineer	
Contact person and telephone number	
Description of Contract and nature of work	
Value of Work Inclusive of VAT (Rand)	
Start and completion date (month and year)	
Duration	

3.	
Employer, contact person and telephone number	
Consulting Engineer	
Contact person and telephone number	
Description of Contract and nature of work	
Value of Work Inclusive of VAT (Rand)	
Start and completion date (month and year) Duration	

Criterion 2: References related to Experience

- (a) Please note that this section refers to the Company’s and its legacy firms’ references **(Engineers and Employers)** related to the experience. It also takes into account that the references are related & relevant to Civil or Building construction projects with emphasis on emphasis on masonry and associated works required for small buildings.
- (b) Please note that points will not overlap, meaning points are awarded only once per reference/company/entity per project experience. Please refrain from submitting multiple references from the same company on the same project. Please note it is the duty of the Bidder to ensure that the references given are relevant to the Scope of Works.
 - (i) Reference Scoring: A maximum of 15 points will be awarded at the sole discretion of the Municipality’s Bid Evaluation Committee based on the information provided.
 - (ii) **To claim points Bidders must ensure that the schedules below are completed and signed by the references (Engineers and Employers).**
 - (iv) It is the bidders’ responsibility to ensure that the details provided are correct, before submitting his tender, and that the references will be available and be able to provide additional feedback, if necessary.
 - (v) If the references are unable to validate, verify or provide additional information on the projects, no points will be awarded for that particular reference.
 - (vi) 5 points will be awarded for each reference letter which is positive and relevant to the Scope of Works of this contract, subject to the final discretion of bid evaluation committee.

(c) Bidder must attach reference feedback to schedules below

REFERENCE RELATED EXPERIENCE	MAXIMUM POINTS	BIDDER SCORE
Points will only be scored if the reference favourably rated relevant previous experience as stated in criterion 1		
Reference 1	5	
Reference 2	5	
Reference 3	5	
TOTAL (MAXIMUM 15 POINTS)		

NB: If no questionnaires is provided above or documentation is not attached **NO POINTS WILL BE AWARDED.**

Reference 1 name:	
Postal address	
Contact number of referee:	
Email address:	
Name of Bidder evaluated:	
Contract Number:	
Contract Description:	
Contract expiry date:	
Contract duration:	
Final Contract Cost:	

DELIVERY OF GOODS/ SERVICES ON TIME		(2 POINTS)
Question	Answer	
Did the bidder provide the goods and/ services on time as stated in the contract?	Excellent (2 Points)	
	Poor (0 Points)	
QUALITY		(1 POINT)
Question	Answer	
What was the quality of the goods/ services delivered?	Excellent (1 Point)	
	Poor (0 Points)	
DELIVERY OF GOODS/ SERVICE AT CONTRACT PRICE		(1 POINT)
Question	Answer	
Did the bidder provide the goods and/ services at prices as tendered?	Excellent (1 Point)	
	Poor (0 Points)	
PROFESSIONALISM		(1 POINT)
Question	Answer	
Professional behaviour always, towards Client and all Role Players?	Excellent (1 Point)	
	Poor (0 Points)	

Additional Remarks/Comments:

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I, the undersigned, hereby certify that the above information is, to the best of my knowledge, correct and a true reflection.

SIGNATURE OF DEPONENT

DATE OF DECLARATION

NB: If no questionnaires is provided above or documentation is not attached **NO POINTS WILL BE AWARDED.**

Reference 2 name:	
Postal address	
Contact number of referee:	
Email address:	
Name of Bidder evaluated:	
Contract Number:	
Contract Description:	
Contract expiry date:	
Contract duration:	
Final Contract Cost:	

DELIVERY OF GOODS/ SERVICES ON TIME		(2 POINTS)
Question	Answer	
Did the bidder provide the goods and/ services on time as stated in the contract?	Excellent (2 Points)	
	Poor (0 Points)	
QUALITY		(1 POINT)
Question	Answer	
What was the quality of the goods/ services delivered?	Excellent (1 Point)	
	Poor (0 Points)	
DELIVERY OF GOODS/ SERVICE AT CONTRACT PRICE		(1 POINT)
Question	Answer	
Did the bidder provide the goods and/ services at prices as tendered?	Excellent (1 Point)	
	Poor (0 Points)	
PROFESSIONALISM		(1 POINT)
Question	Answer	
Professional behaviour always, towards Client and all Role Players?	Excellent (1 Point)	
	Poor (0 Points)	

Additional Remarks/Comments:

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I, the undersigned, hereby certify that the above information is, to the best of my knowledge, correct and a true reflection.

SIGNATURE OF DEPONENT

DATE OF DECLARATION

NB: If no questionnaires is provided above or documentation is not attached **NO POINTS WILL BE AWARDED.**

Reference 3 name:	
Postal address	
Contact number of referee:	
Email address:	
Name of Bidder evaluated:	
Contract Number:	
Contract Description:	
Contract expiry date:	
Contract duration:	
Final Contract Cost:	

DELIVERY OF GOODS/ SERVICES ON TIME		(2 POINTS)
Question	Answer	
Did the bidder provide the goods and/ services on time as stated in the contract?	Excellent (2 Points)	
	Poor (0 Points)	
QUALITY		(1 POINT)
Question	Answer	
What was the quality of the goods/ services delivered?	Excellent (1 Point)	
	Poor (0 Points)	
DELIVERY OF GOODS/ SERVICE AT CONTRACT PRICE		(1 POINT)
Question	Answer	
Did the bidder provide the goods and/ services at prices as tendered?	Excellent (1 Point)	
	Poor (0 Points)	
PROFESSIONALISM		(1 POINT)
Question	Answer	
Professional behaviour always, towards Client and all Role Players?	Excellent (1 Point)	
	Poor (0 Points)	

Additional Remarks/Comments:

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I, the undersigned, hereby certify that the above information is, to the best of my knowledge, correct and a true reflection.

SIGNATURE OF DEPONENT

DATE OF DECLARATION

Criterion 3: Site Staff & Personnel allocated / reserved for this Tender

- (a) A maximum of **25** points will be awarded at the sole discretion of the Municipality's Bid Evaluation Committee based on the information provided and will be split as follows. Points will only be award once for each staff/personnel allocated to this Tender, no multiple scoring per person.

SITE STAFF & PERSONNEL REQUIRED	POINTS FOR YEARS EXPERIENCE	BIDDER SCORE
<p>Construction Manager / Site Agent (min 8 hours / 1 days per week)</p> <ul style="list-style-type: none"> • Must be suitably skilled and have CV verifiable experience managing Building projects as described under criterion 1 with a minimum value of R 2 500 000. Is overall responsible for the execution of the works and all associated project management • Must manage all Municipal instructions and ensure execution of Tender specifications. Must inspect and approve all works. Manage Payment Certificates • Must be computer literate, compile admin reports, proficient in the use of Excel Spread Sheets, capture data and quantities, daily communication electronically via email etc. 	<p>Max 15 points</p> <p><2yrs, (0pts) 2-3yrs, (6pts) >3-5yrs (10pts) >5yrs (15 pts)</p>	
<p>General Foremen (min 40 hours / 5 days per week / full time on site)</p> <ul style="list-style-type: none"> • Must be suitably skilled and have CV verifiable experience as foreman on Building projects as described under criterion 1 with a minimum value of R 2 500 000. • Must supervise the works full-time on site, the team / the workers and the correct use of all plant/machinery. • Must be able to work with local labour. • Must ensure that all Codes & Standards specifications are met and carried out. • Must be able to do setting-out & levelling. 	<p>Max 10 points</p> <p><2yrs, (0pts) 2-3yrs, (5pts) >3-5yrs (7pts) >5yrs (10pts)</p>	
<p>TOTAL (MAXIMUM 25 POINTS)</p>		

- (b) In order to claim points for the above **bidders must complete the schedule below and submit detailed Curriculum Vitae (CV) of each key personnel to be used/allocated for this Tender.** The staff or personnel listed above must currently be employed by the Bidder company, if not then a letter stating such intent to employ this person, including this person's signature of willingness & acceptance for the intended duration of the project. CV experience listed of key staff must be relevant and current. Points can only be allocated once, meaning one-person-one-score, no multiple scoring. Please note the staff allocated to this Tender must be on-site and used for this Tender. If the person is unavailable during time of execution he/she must be replaced with someone of equal or better value and experience and proof as per CV submitted.
- (c) NB: Relevant experience is defined as experience relating to Civil or Building construction projects with emphasis on masonry and associated works required for small buildings.